

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

START proposed	Agency Telephone Directories (Job #9482)			81-0464
FROM: Max Hugel Deputy Director for Administration 7018 Headquarters Building		EXTENSION	NO.	<i>015 81-204</i>
			DATE	
TO: (Officer designation, room number, and building)		RECEIVED	FORWARDED	OFFICER'S INITIALS
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)				
1. DDCI				The attached proposed headquarters notice, forwarded for approval, was originated by the Office of Communications. It serves to reissue [] (copy attached), which expired 1 January 1980, to publicize Agency policy on personnel listings in component telephone directories.
2.				
3.				
4.				
5. DDA Registry				The former DDCI had a personal interest in the previous issuance.
6. RCD 1105 Ames Bldg.				The proposal has the concurrence of the Office of Security and the Office of General Counsel.
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

DD/A REGISTRY

FILE: O4M-1

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 October 1981

5 MAR 1981

COMMUNICATIONS

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AGENCY TELEPHONE DIRECTORIES

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1. The CIA telephone directory, published periodically, contains only organizational and functional sections as well as instructions on use of the telephone. For reasons of cover and security, it does not include an alphabetical listing of personnel by name. Employees are reminded that individual accountability for this directory is required and it is not to be removed from CIA buildings.

2. Black, red, and secure line telephone extensions are contained in the organizational and functional sections. Black and red line telephone extensions for individual Agency employees can be obtained from the Agency operator, extension [redacted]. Secure voice extensions for employees can be obtained from the Secure Voice Information Operator on extension [redacted] for Headquarters Building and [redacted] for outlying buildings.

3. As a general rule, for cover and security reasons, component telephone directories containing the names of employees are discouraged. However, where no cover or security considerations exist or are likely to arise and when publication is absolutely essential to the Agency's mission, such directories may be published with the approval of the Deputy Director of Central Intelligence.

/s/ B. R. Inman

B. R. INMAN
Admiral, U.S. Navy
Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES (1-6)

RCD [redacted] (2 March 81)

DISTRIBUTION:

Orig - DDCI

1 - ER

1 - DDA Subject

1 - DDA Chrono

1 - RCD Subject

1 - RCD Chrono

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ROUTING AND TRANSMITTAL SLIP

DIS 81-204

2 MAR 1981

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DD/IS		<i>pma</i>	<i>3/3/81</i>
2. D/IS			
3. EO/DDA		<i>mfe</i>	<i>3 MAR 1981</i>
4. ADDA		<i>X</i>	<i>3-3</i>
5. DDA		<i>MW</i>	
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

Max:

The note on the pink sheet explains why we are sending this to the DDCI.

Recommend that you initial same.

main
Marie

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions
STAT

FROM: (Name, org symbol, Agency/Post)

Chief, Regulations Control Division

Room No.—Bldg.

1105 Ames Bldg.

Phone No.

STAT

5041-102

OPTIONAL FORM 41 (Rev. 7-76)